

## SECTION 2: TITLE AND REGISTRATION PROCESSING

### TRANSACTION TYPE SELECTION:

☐ **WISCONSIN TITLE:** (No Mopeds)

I received the signed WI title for this vehicle from the previous owner

Title #  e.g. Q3334W1000016

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☐ **OUT-OF-STATE TITLE:**

I received the signed out-of-state title for this vehicle from the previous owner

☐ AUTO or LIGHT TRUCK ☐ CYCLE or MOPED

Previously titled in

[VIN](#)  Model Year (yyyy)

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☐ **NEW VEHICLE:**

This is a new vehicle and I possess the Manufacturer Certificate of Origin (MCO)

☐ AUTO or LIGHT TRUCK ☐ CYCLE or MOPED

[VIN](#)  Model Year (yyyy)

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☐ **OUT OF COUNTRY:**

I possess an ownership document from another country

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**Wisconsin Title:** Select the top radio button and enter the Wisconsin title number (including the check-digit, but without the dash)

**Out-of-State Title:** Select the Out-of-State title radio button and select either Auto/Light Truck or Cycle/Moped depending on vehicle type. Select the appropriate state the vehicle was previously titled in using the dropdown list. Enter the VIN and model year (four digits) in the corresponding fields.

**New Vehicle:** Select the New Vehicle radio button and select either Auto/Light Truck or Cycle/Moped depending on vehicle type. Enter the VIN and year (four digits) in the corresponding fields.

**Out-of-Country Title:** These cannot be processed using eMV11 and must be mailed to DMV for manual processing.

Select **Next** to continue.

Select **Return to Main Menu** to return to the previous menu options.

## INVALID VIN MESSAGE

You may see this message appear if the system could not verify the validity of the entered VIN. Select **OK** to continue.



- Verify the VIN has been entered accurately. If it was not entered correctly, re-enter the VIN and select **Next**.
- If the VIN was entered accurately, select the **VIN accuracy verified** checkbox and then select **Next**.

A screenshot of a web form titled "OUT-OF-STATE TITLE:". Below the title is the text "I received the signed out-of-state title for this vehicle from the previous owner". There are two radio buttons: "AUTO or LIGHT TRUCK" (selected) and "MOTORCYCLE". Below these is a dropdown menu for "Previously titled in" with "KY - KENTUCKY" selected. There are two input fields: "VIN" with the value "2fmza51666za08384" and "Model Year (yyyy)" with the value "2006". At the bottom is a checkbox labeled "VIN accuracy verified" which is currently unchecked. A red arrow points to this checkbox.

- **Note:** An unconfirmed VIN for an automobile or light truck more than 1 model year old cannot be overridden. The application must be sent to DMV for manual processing (see error message below).



## OWNERSHIP INFORMATION

**Owner Information**

Owner 1

☒ Individual Owner(s)

Driver License #  or SSN

☐ Non-individual owner

☐ Owner is a Trust

FEIN

AND ☐ OR ☐

Owner 2

☐ Individual Owner(s)

Driver License #  or SSN

☐ Non-individual owner

☐ Owner is a Trust

FEIN

### Enter Owner information:

- Select the Individual or Non-Individual Owner button
- For individual owners, enter the Wisconsin Driver License number or Social Security number (without any dashes)
- For Non-Individuals, enter the Federal Employer Identification Number (FEIN)
- If multiple owners exist, select the desired conjunction “And” or “Or”
- If the owner is a Trust, select the **Non-Individual owner** button and the **Owner is a Trust** checkbox. A FEIN does not have to be entered to search for a Trust.

Select **Next**

## OWNERSHIP INFORMATION (continued)

**Lessee Information**  
☐ Vehicle will be leased to another party  
☒ Individual Lessee(s)  
Driver License #  or SSN   
[AND](#) ☐ [OR](#) ☐  
Driver License #  or SSN   
☐ Non-individual Lessee  
☐ Lessee is a Trust  
[FEIN #](#)   

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### Enter Lessee Information (if applicable):

- Select the “Vehicle will be leased” checkbox
- Select the Individual or Non-Individual radio button
- For Individual owners, enter the Wisconsin Driver License number or Social Security number (without any dashes)
- For Non-Individuals, enter the Federal Employer Identification Number (FEIN)
- If the Lessee is a Trust, select the **Non-Individual Lessee** button and the **Owner is a Trust** checkbox. A FEIN does not have to be entered to search for a Trust.

Select

For additional information, click on any blue underlined text and a Help Box will appear.

**For additional help with Customer Search, refer to Section 3**

## LIEN HOLDER SCREEN

**Lien Holder Information**  
☐ Lien Holder should not be listed on title  
☒ Lien Holder should be listed on title  
Secured Party #    
[Secured Party Number Tips](#)  
  
☐ Financing Pending

- If there is not a Lien Holder, the corresponding box must be checked to continue.
- If there is a Lien Holder, select the box labeled: Lien Holder should be listed on title.
  - Enter the Secured Party number
- Select **LienHolder Search** if you need to search for the number
- Click on **Secured Party Number Tips** to view a reference sheet
- If you still cannot find the correct number, select **Request Secured Party #** to send a request to DMV. Responses will be sent via email within 24 hours.
- If the loan information is pending, you may select the Finance Pending checkbox. This will add a Finance Pending placeholder in lieu of the lien.
  - A \$10 loan-filing fee will be added to ensure proper fees are collected.
  - An error message will appear if attempting to complete the transaction with Finance Pending. The transaction should be pended until finance information can be obtained.
  - When completing the transaction, enter the new secured party number and continue processing.

Select **Next**

**For additional help with Lien Holder Information, refer to Section 4**

## OWNERSHIP DETAILS

Title Holder Information	
	Owner 1
Owner Name ( <i>first, middle, last</i> )	<input type="text" value="JOE"/> <input type="text" value="Q"/>
	<input type="text" value="SIXPACK"/> <input type="text"/>
SSN	<input type="text"/>
Date of Birth ( <i>MM/DD/YYYY</i> )	<input type="text"/>
DID #	<input type="text" value="S2124354517502"/>
Address	<input type="text" value="100 BEARS DR"/>
PO Box	<input type="text"/>
City	<input type="text" value="BLUE MOUNDSS"/>
State	<input type="text" value="WI"/> Zip <input type="text" value="53715"/>
Lessee Information	
Full legal name	<input type="text"/>
FEIN #	<input type="text"/>
Address	<input type="text"/>
PO Box	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> Zip <input type="text"/>
Lien Holder Information	
00040184 AMCORE BANK NA ROCKFORD	

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- Verify the Owner, Lessee and Lien Holder information is accurate.
- You may correct address information for owners/lessees by overtyping the information.
- You cannot change an owner's name on system. Legal name changes must be done in person at a DMV Customer Service station. Process the application with the legal name currently on record with DMV.

Select

## VEHICLE INFORMATION SCREEN

VIN	<input type="text" value="1GCCT19Z5N2148278"/>	Year	<input type="text" value="1992"/>
Vehicle Type	<input type="text" value="TRUK"/>		
Make	<input type="text" value="CHEVROLET"/>		
Body Style	<input type="text" value="UNKNOWN"/>		
Color	<input type="text" value="GREEN DARK"/>		
Odometer Mileage	<input type="text"/>		
<a href="#">Odometer Status</a>	<input type="text" value="EXEMPT"/>		
<a href="#">Delivery date (mm/dd/yyyy)</a>	<input type="text" value="11/29/2005"/>		
Vehicle kept in county of	<input type="text" value="DANE"/>	city/village/town of	<input type="text" value="MADISON(C)"/>
<input type="checkbox"/> <a href="#">Vehicle kept out-of-state</a>			
Existing Brands	<input type="text" value="MN - PREV TITLED IN MN"/>		
<a href="#">New Brands</a>	<div><div>None</div><div>WI - FLOOD DAMAGED</div><div>WI - HAIL DAMAGED</div><div>WI - MFR BUYBACK</div></div>		
Prior Lien Holder(s)	<input type="text" value="None"/>		

### Enter the required information:

- Vehicle color
- Odometer mileage and status (unless exempt)
- Delivery Date (format must be mm/dd/yyyy)
- Vehicle Kept In information

### Brands:

- OOS Titles: If a brand appears on an Out of State title, select the drop-down choice that matches the brand on the title. Hold down the "Ctrl" key to select multiple brands.
- OOS Titles: If a new Wisconsin brand needs to be added to an Out of State title transfer (i.e. Prior Taxi, Hail Damaged), or if you need to add two states' brands at once, the application must be mailed to DMV for manual processing.
- WI Titles: Pre-existing brands are automatically carried forward. You can place new Wisconsin brands on a Wisconsin title transfer.

**For additional information, click on any blue underlined text and a Help Box will appear.**



## VEHICLE INFORMATION SCREEN (continued)

<input checked="" type="radio"/> Issue new plate		Plate Type <span style="border: 1px solid black; padding: 2px;">AUTO</span>
<a href="#">Temporary Plate #</a> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>		<a href="#">Gross weight</a> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>
<input type="radio"/> Transfer existing Plate		Reg Type <span style="border: 1px solid black; padding: 2px;"></span>
<a href="#">WI Plate to transfer</a> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>		Plate Type <span style="border: 1px solid black; padding: 2px;"></span>
<input type="checkbox"/> Check to order replacement plates		
<input type="radio"/> <a href="#">Title only - Out of State Residents Only</a>		
<input type="checkbox"/> Issue Temporary Plate <a href="#">Temporary Plate #</a> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>		
Purchase Price <span style="border: 1px solid black; display: inline-block; width: 100px; text-align: center;">0.00</span>		
Trade-in allowance(if applicable) <span style="border: 1px solid black; display: inline-block; width: 100px; text-align: center;">0.00</span>		
Sales Tax Exempt <span style="border: 1px solid black; padding: 2px;"></span>		
<a href="#">Sales Tax Exempt Qualifier</a> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>		
<span style="border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Next</span> <span style="border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Back</span> <span style="border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Cancel</span> <span style="border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Mail to DOT</span>		

### Issue New Plate:

- Select Issue New Plate button.
- Select Plate Type from the dropdown list.

<input type="radio"/> Issue new plate		Plate Type <span style="border: 1px solid black; padding: 2px;">                     AUTO                      AUTO                      LIGHT TRUCK                      CELEBRATE CHILDREN                      DONATE LIFE                      DUCKS UNLIMITED                      ENDANGERED RESOURCES BADGER DESIGN                      ENDANGERED RESOURCES WOLF DESIGN                      FARM                      GOLF                      LIONS CLUB FOUNDATION                      MARQUETTE UNIVERSITY                      MILWAUKEE BREWER M LOGO                      MILWAUKEE BREWER GLOVE LOGO                      PACKER                      SUPPORT VETERANS                      UNIVERSITY PLATE                      UW MADISON                      WOMENS HEALTH                 </span>
<a href="#">Temporary Plate #</a> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>		<a href="#">Gross weight</a> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>
<input type="radio"/> Transfer existing Plate		Reg Type <span style="border: 1px solid black; padding: 2px;"></span>
<a href="#">WI Plate to transfer</a> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>		Plate Type <span style="border: 1px solid black; padding: 2px;"></span>
<input type="checkbox"/> Check to order replacement plates		
<input type="radio"/> <a href="#">Title only - Out of State Residents Only</a>		
<input type="checkbox"/> Issue Temporary Plate <a href="#">Temporary Plate #</a> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>		
Purchase Price <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>		

- If Light Truck plates are desired, choose 4500, 6000, or 8000 GVWR.

<input checked="" type="radio"/> Issue new plate		Plate Type <span style="border: 1px solid black; padding: 2px;">LIGHT TRUCK</span>
<a href="#">Temporary Plate #</a> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>		<a href="#">Gross weight</a> <span style="border: 1px solid black; padding: 2px;">8000</span>
<input type="radio"/> Transfer existing Plate		Reg Type <span style="border: 1px solid black; padding: 2px;"></span>
<a href="#">WI Plate to transfer</a> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>		Plate Type <span style="border: 1px solid black; padding: 2px;">                     4500                      6000                      8000                      12000 (Farm Only)                 </span>
<input type="checkbox"/> Check to order replacement plates		

## VEHICLE INFORMATION SCREEN (continued)

### Issue New Plate:

- Select appropriate registration type (Auto or Light Truck) when issuing Special Plates such as Celebrate Children, Ducks Unlimited, Endangered Resources, Green Bay Packers, or University Plates.

☒ Issue new plate

Plate Type: PACKER

Gross weight: 8000

Reg Type:   
AUTO  
LIGHT TRUCK  
DUAL PURPOSE VEHICLE  
DUAL PURPOSE FARM

☐ Transfer existing Plate

Temporary Plate #

WI Plate to transfer

☐ Check to order replacement plate

- Add the Temporary Plate number you are issuing your customer.

☒ Issue new plate

Plate Type: LIGHT TRUCK

Gross weight: 8000

Reg Type:

Temporary Plate #: AC1234

☐ Transfer existing Plate

WI Plate to transfer

Plate Type:

☐ Check to order replacement plates

## VEHICLE INFORMATION SCREEN (continued)

### Transfer Plates:

- Select the Transfer Existing Plate button.
- Enter the plate number and choose the Plate Type from the drop-down list
  - Tip: Personalized plates use numeric 0 (zero) instead of alpha O.
- Select the replacement plate option to order replacement plates. The fee is \$4.

☐ Issue new plate      Plate Type

     Reg Type

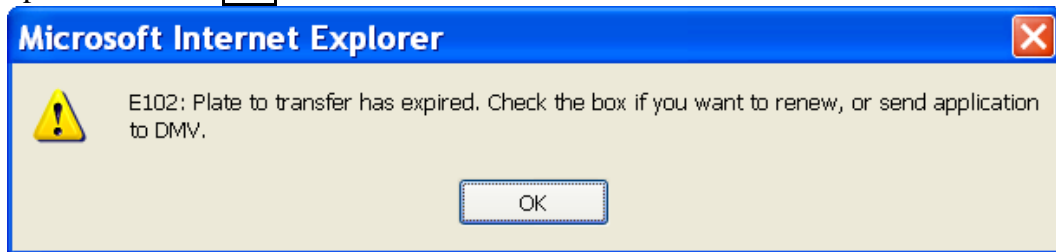
Temporary Plate #

☒ Transfer existing Plate

WI Plate to transfer  Plate Type

☐ Check to order replacement plates

- If the plate is expired, it will prompt you to renew the plates. If the plate has been expired less than 30 days, or is set to expire in the next 180 days, renewal is optional. Select **OK**.



- Check the appropriate box to renew the plates.

☒ Transfer existing Plate

WI Plate to transfer  Plate Type

☐ Check to order replacement plates

☒ Yes, it is acceptable to renew plate.

## VEHICLE INFORMATION SCREEN (continued)

### Transfer Plates:

- If the plate record does not match the owner record, it will prompt whether or not this is an allowable transfer. See plate transfer table, Processing Tips, Section 13 page 4, for allowable plate transfers. Select **OK**.



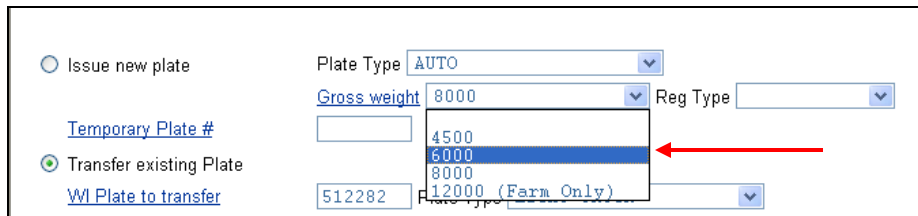
- If it is an acceptable plate transfer, select the corresponding box:

A screenshot of a web form for transferring plates. The form has a white background with a black border. At the top, there is a radio button selected next to the text "Transfer existing Plate". Below this, there is a link "WI Plate to transfer" followed by a text input field containing "135jxr" and a dropdown menu labeled "Plate Type" with "AUTO" selected. Below these fields, there are two checkboxes. The first checkbox is unchecked and is followed by the text "Check to order replacement plates". The second checkbox is checked and is followed by the text "Yes, this is an acceptable plate transfer." A red arrow points to this second checkbox. Below the second checkbox, the text "Owner - SIXPACK JOE Q" is displayed. At the bottom of the form, there is a greyed-out section containing a radio button next to the text "Title only - Out of State Residents Only" and an unchecked checkbox followed by the text "Issue Temporary Plate" and a text input field labeled "Temporary Plate #".

## VEHICLE INFORMATION SCREEN (continued)

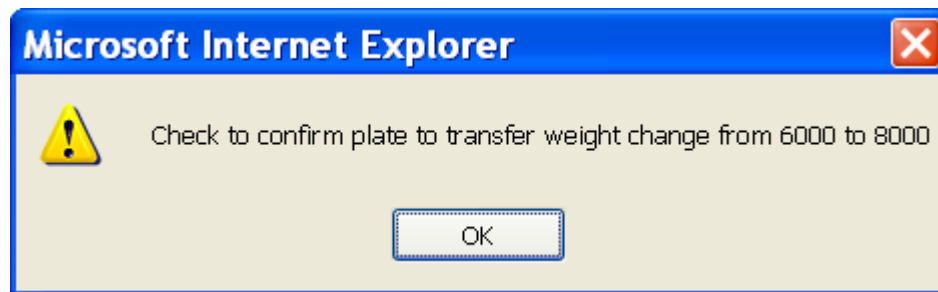
### Transfer Light Truck plates with GVWR change:

- For Light Truck plates, you may choose to change the gross weight. Enter the truck plate number you wish to transfer and select **Next**.
- After submitting the plate information, eMV11 will fill-in the GVWR information on this screen. You may change the GVWR on the dropdown list. Increasing the gross weight will result in a prorated fee adjustment.
  - **Note:** You may have to select **Back** from the Fee Screen to return to the Vehicle Information Screen.

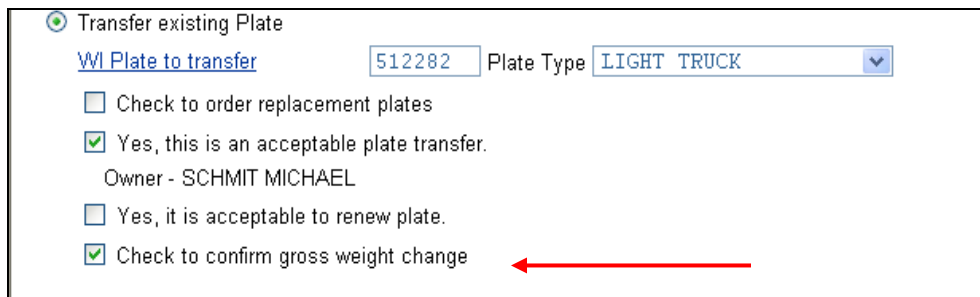


The screenshot shows the 'Transfer existing Plate' section of the Vehicle Information Screen. The 'Plate Type' is set to 'AUTO'. The 'Gross weight' dropdown menu is open, showing options: 4500, 6000 (highlighted), 8000, and 12000 (Farm Only). A red arrow points to the 6000 option. The 'Reg Type' dropdown is also visible.

- Select **Next**.
- A message will remind you to confirm you want to change the GVWR. Select **OK**.



- Check the corresponding box to indicate the GVWR change is acceptable:



The screenshot shows the 'Transfer existing Plate' section of the Vehicle Information Screen. The 'Plate Type' is set to 'LIGHT TRUCK'. The 'Gross weight' dropdown menu is open, showing options: 4500, 6000, 8000, and 12000 (Farm Only). A red arrow points to the 8000 option. Below the dropdown, there are four checkboxes: 'Check to order replacement plates' (unchecked), 'Yes, this is an acceptable plate transfer.' (checked), 'Owner - SCHMIT MICHAEL' (text), 'Yes, it is acceptable to renew plate.' (unchecked), and 'Check to confirm gross weight change' (checked). A red arrow points to the 'Check to confirm gross weight change' checkbox.

## VEHICLE INFORMATION SCREEN (continued)

☐ [Title only - Out of State Residents Only](#)

☐ Issue Temporary Plate [Temporary Plate #](#)

Purchase Price

Trade-in allowance(if applicable)

Sales Tax Exempt

[Sales Tax Exempt Qualifier](#)

**Title Only – Out of State resident:** This option is only allowable if the customer has an Out of State address on system and a lien is being perfected. Temporary Plate issuance is optional.

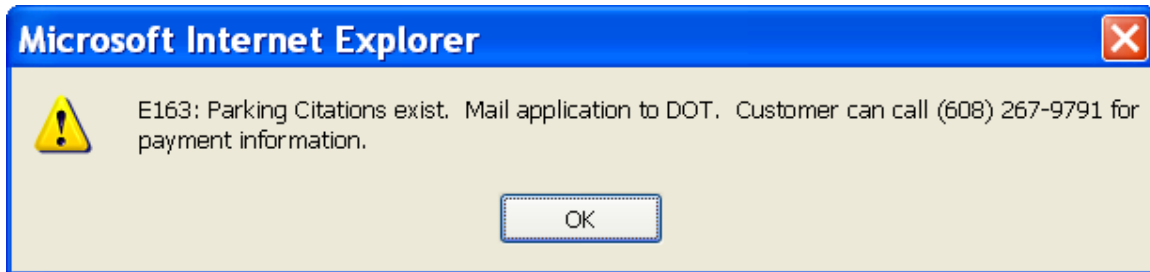
**Purchase Price:** This information is optional.

Select **Next**

## VEHICLE INFORMATION SCREEN (continued)

**System Stops:** Sometimes there are incidents on the DMV record that prevent eMV11 from completing an application

### Typical System Stop:



In these instances, select the **Mail to DOT** button and follow the instruction below.

A screenshot of the Vehicle Information Screen form. The form has several sections. The first section has two radio buttons: "Issue new plate" and "Transfer existing Plate". The "Issue new plate" option is selected. Below it is a "Temporary Plate #" text box. The "Plate Type" dropdown menu is set to "AUTO". The "Transfer existing Plate" option is unselected. Below it is a "WI Plate to transfer" text box and a "Plate Type" dropdown menu. The second section is titled "Title only - Out of State Residents Only" and has a checkbox for "Issue Temporary Plate" which is unselected, followed by a "Temporary Plate #" text box. The third section contains "Purchase Price", "Trade-in allowance(if applicable)", "Sales Tax Exempt" (with a dropdown menu), and "Sales Tax Exempt Qualifier" (with a text box). At the bottom of the form are four buttons: "Next", "Back", "Cancel", and "Mail to DOT". A red arrow points to the "Mail to DOT" button.

**Mail to DOT:** If unable to process a transaction due to system stops, select the "Mail to DOT" button at the bottom of the screen to print an informational sheet. Include this sheet when mailing the application to DMV for processing.

- Be sure to include a check.
- Include all necessary documents and a completed MV11.

## FEE SCREEN

REFERENCE #: 31867110413	
TITLE FEE	69.50
REGISTRATION FEE	0.00
MISCELLANEOUS FEES	0.00
TOTAL AMOUNT DUE	69.50

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**Pend Application:** This saves the application data and allows it to be completed at a later time or a later date. No ACH withdrawal is completed and no DMV products are issued. Information that was entered can be changed while the application is in a pended status.

**Complete Application:** Completes the transaction. An eMV11 receipt is produced and funds will be debited via ACH. DMV will issue the title and metal license plates (if applicable).

**Back:** Goes back to previous screen and allows changes to be made.

**Preview Receipt:** Allows the receipt to be viewed before completing processing. This allows for information to be reviewed for accuracy before committing to completing the application.

\*Note: Your system must have specific Adobe Reader settings in place in order to use the Preview Receipt function.

1. Open Adobe Reader. Click "Edit", then "Preferences".
2. Select "Options" or "Internet".
3. **Uncheck the first box**, "Display PDF in Browser".
4. Click "OK", and exit Adobe Reader.

If you are unable to adjust your Adobe Reader settings, do not use the receipt preview function. Your transactions will get hung up and will not complete.



## CERTIFICATION SCREEN

- For value received I hereby sell, assign or trade the vehicle described on this document to the purchaser(s) named and I certify that all liens shown on the Certificate of Title are paid.
- The prior owner's odometer statement has been shown to the purchaser unless exempt from odometer disclosure.
- The completed odometer disclosure for this retail sale was signed by the purchaser unless exempt from odometer disclosure.
- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- I certify that there is no lien on this vehicle.
- I authorize the state of Wisconsin or its authorized agent to initiate an ACH debit entry from the account(s) I have registered as payment for this transaction.
- I certify that I have possession of the original title or MCO and will submit the original title or MCO to DMV the first business day following completion of the electronic title submission.


**Review carefully and select  to complete the transaction.**

**Select  to make changes to the transaction.**

## SUCCESS PAGE

Your title number is 05326D0020016

Click to view report



[Return to Menu](#)

- **Your new Wisconsin title number is identified.**
- **Click on the Adobe Acrobat icon to view your eMV11 receipt.**
  - **Print a copy for your customer, a copy for your deal jacket, and a copy to send with the title/MCO to DMV for imaging.**
  - **Customer signatures are optional, but we recommend the customer sign their copy.**
- **See Section 13 for complete instructions for mailing the eMV11 receipt and title/MCO to DMV for imaging.**

**Return to Menu**: Select to return to Main Menu and continue processing or logoff.